

EASA Professional Growth Funding Verification Form

Conferences/Workshops/Travel/Memberships/Professional Materials

EASA and the leadership team mutually recognize the value and importance of on-going professional development. As such supplemental funding (\$500 per year) for certificated and classified EASA members to use for travel, workshop pay, additional professional memberships, and professional materials is maintained by human resources. This professional development should be designed to enhance professional knowledge and skills, support the district strategic plan, and school and district improvement plans. EASA members must annually submit a verification form of expenditures for professional materials and memberships no later than June 15 to human resources. Members are required to follow district travel procedures for conferences, workshops, and travel per Board Policy 6213. EASA members may share their allotment with one another.

Please check the appropriate box(es), provide a brief description of how the funds were used and submit this form with your procurement card report (which shows the expense) to the assistant superintendent of human resources. You may include supplemental materials in order to provide detailed descriptions. If the funds will be applied to travel, EASA members will continue to follow the district established travel guidelines.

Date: _____

Name: _____ School/Department: _____

☐ Conference/Workshop/Travel _____ Cost: _____

☐ Membership _____ Cost: _____

☐ Professional Materials _____ Cost: _____

Total Cost: _____

Human Resources will apply the appropriate budget code(s) to the procurement card report and forward to accounting for continued processing.

☐ Share allotment with: _____
Name / School/ Dept.

Employee's authorizing signature:

Office use only:

Funding verified: _____ Date: _____ Amount: _____

Budget Code: _____

Notification and/or budget information for payment provided to employee: _____